

7-15-1922

## Board of Trustees Meeting Minutes 1922-07-15

Bowling Green State University

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## Proceedings, Trustees Bowling Green Normal College

July 1, 1922

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MC MANUS-TROUP CO., TOLEDO, O. 22669

July 15, 1922

723	The McManus Troup Co.	E-8	4.86
724	J. B. Lippincott Co.	E-8	1.34
725	Erner & Hopkins Co.	E-9	16.86
726	F. A. Keil Lumber Co.	F-1	12.77
727	The City Water Co.	F-3	74.11
728	E. H. Ganz	F-6	6.61
729	James Robert Overman	F-6	17.79
730	Wood Co. Telephone Co.	F-7	5.65
731	Bowling Green H. S. Annual	F-9	8.00
735	State Normal College Farm	A-2	25.80
736	Frank Bain	A-2	31.65
737	Hon. Frank P. Graves	A-3	100.00
738	Remington Typewriter Co.	C-4	33.60
739	The Wendt & Rausch Co.	C-4	12.14
740	Lincoln & Dirlam	C-5	14.85
741	The U. S. Blue Print Paper Co.	C-8	4.11
742	Sanitary Bakery	C-8	1.81
743	Maas Bros.	C-8	61.99
744	John Miller	C-8	2.72
745	The Hughes Dairy Co.	C-8	21.40
746	Lehmann Bros.	C-8	10.98
747	State Normal College Farm	C-9	25.00
748	State Normal College Farm	C-11	17.22
749	Birkmayr-Rodemich-Showel Co.	E-9	13.83
750	Fort Wayne Oil & Supply Co.	E-9	1.06
751	Hopper Hardware Co.	E-9	13.29
752	The U. S. Mop Co.	E-9	.86
753	Campbell Bros. Hardware	E-9	2.70
754	The City Water Co.	F-1	9.86
755	Remington Typewriter Co.	F-1	17.00
756	Toledo Stamp & Stencil Co.	F-1	5.15
757	City Water Co.	F-3	71.22
758	Ohio Northern Public Service Co.	F-4	109.95
759	Fred Cook	F-5	9.04
760	H. B. Williams	F-6	91.07
761	Home Steam Laundry	F-9	22.46
762	The Democrat Co.	F-9	38.00
763	State Normal College Farm	F-9	19.52
764	Ohio Educational Monthly	F-9	25.00
765	C. J. Biery	F-9	20.40
766	Henry G. Williams	F-9	12.50
767	Chas. Scribner's Sons	G-3 Library	3.54
768	The Macmillan Co.	G-3 "	28.77
769	National Education Association	G-3 "	6.00
770	Frederick Warne & Co.	G-3 "	2.11
771	Public School Publishing Co.	G-3 "	17.25
772	The H. R. Huntting Co.	G-3 "	16.23
773	The Bloomfield Mfg. Co.	G-3 Equipment	8.36
774	The Donovan Wire & Iron Co.	G-3 " Trg. Sch.	110.00
775	The Weinman Pump Mfg. Co.	G-3 Water System	55.51
760a	E. C. Bowsher	F-6	15.20

The Board then proceeded to reorganize. Moved by Ganz and seconded by Brown that J. E. Shatzel be elected President of the Board. Voting aye: Johnston, Ganz, Brown, Bowsher. Mr. Shatzel not voting. Motion carried.

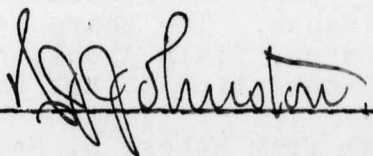
Moved by Johnston and seconded by Bowsher that D. C. Brown be elected Vice President. Voting aye, Shatzel, Johnston, Ganz, Bowsher. Mr. Brown not voting. Motion carried.

Moved by Ganz and seconded by Brown that Dr. H. J. Johnston be elected Secretary. Voting aye, Shatzel, Ganz, Brown, Bowsher, Dr. Johnston not voting. Motion carried.

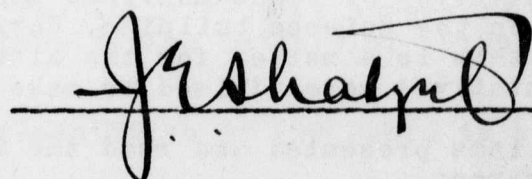
Moved by Brown and seconded by Bowsher that E. H. Ganz be elected Treasurer of the Board. Voting aye, Shatzel, Johnston, Brown, Bowsher, Mr. Ganz not voting. Motion carried.

There being no further business, the Board adjourned to meet on Saturday, July 15th, at 2:00 P. M. at its offices in the Administration building.

ATTEST:



Sec'y



Pres.

Bowling Green, Ohio, July 15th, 1922

The Board of Trustees of the Bowling Green State Normal College met at 2:00 P. M. in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Vice Pres. D. C. Brown, Sec. Dr. H. J. Johnston, Treas. E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, and B. A. Stewart of the firm of Stewart & Son were also present.

Minutes of the meeting of July 1st, 1922, were read and approved.

Moved by Ganz and seconded by Brown that State Architect Harsh be requested to prepare plans and specifications for extending the tunnel system to the new Dormitory including all necessary connections, steam, water, electrical, etc., with a view to ascertaining how much additional money will be requested from the Emergency Board to complete said system. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read a letter written by him to Kohankie & Sons under date of July 6th, 1922, listing shrubbery to be replaced; also a letter received by him from Kohankie & Sons in reply to same which acknowledged the list given by Dr. Williams and an order



acknowledgment of the shrubbery to be replaced. The above letters were ordered made a part of the record.

July 6, 1922

Henry Kohankie & Son  
Painesville, O.

Gentlemen:

In your letter of May 23rd, 1922, you suggested that we delay the checking of the shrubbery which we purchased from you last fall until late in June. I am writing to say that I made a checking of the plantings yesterday and find that the following did not leaf out.

- 5 Halesia tetraptera
- 4 Exochorda grandiflora
- 2 Berberis thunbergii
- 1 Rhamnus pershiana
- 2 Viburnum opulus
- 1 Dentzia gracilis
- 1 Hydrangea arborescens
- 1 Ulmus americana

I may say with reference to the elm in the above list that a month ago it seemed to be dead but quite recently a few scattering small leaves have appeared.

I think you will be pleased with the showing that this shrubbery has made. It is true that there are several other plants which did not leaf out but shoots have appeared from the roots. I am wondering, under the circumstances, what steps you will think worth while, in order to reach a settlement under the contract. Awaiting your reply, I am

Very truly yours

H. B. Williams

HENRY KOHANKIE & SON

Painesville, Ohio

July 10, 1922

H. B. Williams, Pres.  
State Normal College  
Bowling Green, Ohio

Dear Sir:

We have your letter of the 6th and note the list of plants which did not leaf out and which we will replace this fall as per our agreement.

We do not think you should really charge us with the Elm tree. This tree often stands the first summer without showing much growth but is establishing itself at the root. The second year it will no doubt come along alright. However, we will stand by our agreement if you feel it is not going to succeed.

It is gratifying to know you have had such good success with the planting.

We shall make replacement of the items on your list this fall, and if there is any need of shipping at a special time, please advise us.

Yours truly

Henry Kohnakie & Son

Representatives of Johns-Manville appeared before the Board and discussed the condition of the roofs on the Science building, Corridor, and Power House. The Board being of the opinion that this is a matter for the attention of R. S. Harsh, State Architect and Engineer, said representatives were advised to make a report and recommendation to Mr. Harsh.

Dr. Williams presented and read the following telegram from Robert S. Harsh, State Architect and Engineer.

Columbus, Ohio, July 15, 1922

Dr. H. B. Williams  
Pres. Bowling Green State Normal College  
Bowling Green, O.

Unable to get away today. Johns Manville will have representative go over roof with trustees. Barrett has not reported. If Mr. Stewart's plans are satisfactory to the trustees have Mr. Stewart bring all documents in Monday and I will rush matters here to get them advertised quickly.

Robert S. Harsh, State Architect & Engineer

Moved by Brown and seconded by Bowsher that Dr. Williams be instructed to advise Robert S. Harsh, State Architect and Engineer, that the following repair and improvement work should have immediate attention; terrazzo floor in dining room, lobby, entry, toilet, and stair hall in basement of Dormitory and cement floor in storeroom; tile wainscoting in dining room, lobby, entry, toilet, and stair hall of basement; also minor repairs in student rooms of Dormitory; chimney and other necessary repairs in President's home; roofs of Science building, Corridor,



MO MANUS-TRUMP CO., TOLEDO, O. 22669

Power House, Administration building, and Dormitory; disposal of houses on lots recently purchased; grading of athletic field, and to ask authority in writing for permission to make such repairs and improvements. Voting aye; Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried.

Dr. Williams presented and read report of funds as follows:

June 30, 1922

\$596.08

Received of H. B. Williams, President, the following sums to be forwarded to the Treasurer of State:

Sale of Cinders and Junk - Mar. 1 to June 30	8.89
Final payment of Registration and Laboratory fees 2nd Summer term	500.00
Fines (Library, Registration, etc.)	46.70
Garden Sales Feb. 6 to June 30, 1922	40.49
	<u>\$596.08</u>

E. H. GANZ  
Treas.

He presented check covering same to Treas. Ganz and took his receipt therefor.

Dr. Williams presented and read receipt from the Auditor of State covering part payment of Student Fees for the 2nd summer of 1922 and the same was ordered spread upon the minutes.

DEPARTMENT OF AUDITOR OF STATE

Columbus, Ohio, June 30, 1922 No.23

To the Treasurer of State:

BOWLING GREEN STATE NORMAL COLLEGE will pay into the State Treasury

GENERAL REVENUE FUND A-2 Summer School Wages \$4000.00

Four Thousand - - - - - no/100 Dollars

collected from sources detailed in the above account, which we have examined and found correct.

D. E. BAKER  
Cashier

Dr. Williams presented and read the following letter from Mr. W. L. Tobey, Chairman of Board of Trustees of Miami University. Moved by Ganz and seconded by Bowsher that Dr. Williams and Pres. Shatzel attend the conference called by Mr. Tobey. Voting aye, Brown, Johnston, Ganz, Bowsher, Shatzel not voting. Motion carried.

MIAMI UNIVERSITY

Oxford, Ohio

Hamilton, Ohio.  
July 12, 1922

Pres. H. B. Williams  
Bowling Green Normal School  
Bowling Green, Ohio.

Dear Pres. Williams:

The Board of Trustees of Miami University at their annual meeting requested a Joint Meeting or Conference of the Presidents and representatives of the Boards of the five different state educational institutions to be held at the Neil House at noon, Thursday, July 20th.

We would be very glad indeed if you would find it agreeable to be present at this time and join with us in considering matters of mutual interest to all of us in higher education.

We would like for you and a representative of the Board to be present at the time stated above.

Thanking you for your advice, I am

Yours very truly

W. L. TOBEY

Dr. Williams presented and read Annual Estimate of Disbursements for Personal Service and Maintenance for year 1922-23 which he had filed with the Department of Finance according to law and also Annual Estimate of Additions and Betterments for the year 1922-23, and these statements were ordered made a part of the record.

STATE OF OHIO

DEPARTMENT OF FINANCE

Annual Estimate of Disbursements for Personal Service  
and Maintenance, Year 1922-1923



Bowling Green State Normal College						
	Personal Service	Supplies	Materials	Equipment	Cont. & O.O.S.	Fixed Charges
July	12,000	500	20	100	400	13,020.00
Aug.	6,500	1000	20	200	1200	8,920.00
Sept.	6,000	1500	20	400	1200	9,120.00
1st Quar.	24,500	3000	60	700	2800	31,060.00
Oct.	10,000	1500	20	400	1000	12,920.00
Nov.	10,000	2000	20	400	500	12,920.00
Dec.	10,000	2500	9	100	500	13,109.00
2nd Quar.	30,000	6000	49	900	2000	38,949.00
Jan.	10,000	2500	10	200	1000	13,710.00
Feb.	10,000	2500	10	200	500	13,210.00
Mar.	10,000	2000	20	200	500	12,720.00
3rd Quar.	30,000	7000	40	600	2000	39,640.00
April	10,000	2000	20	400	1000	13,420.00
May	11,000	1500	20	400	1000	13,920.00
June	15,000	1500	20	400	500	17,420.00
4th Quar.	36,000	5000	60	1200	2500	44,760.00
Bal. in Reserve		3500		600	1500	5,600.00

The totals below include appropriations for 1922-23, balances carried over from 1921-22, and in the Personal Service item the estimate of Student Fees. The account "Fixed Charges" will show a deficit of an estimated amount of \$1472.40, June 30, 1923.

TOTAL	\$120,500	\$24,500	\$209.	\$4000.	\$10,800	\$4932.40	\$160,009.00
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Dated \_\_\_\_\_ (Signed) H. B. WILLIAMS  
President

STATE OF OHIO  
DEPARTMENT OF FINANCE

Annual Estimate of Additions and Betterments, Year 1922-23

Bowling Green State Normal College

Full Description of Each Project	Land	Buildings	Other Capital Outlay	Total
Balance from appropriation for purchase of lots	700			700.00
Dormitory for Women		147,876		147,876.00
Educational Equipment			2817	2,817.00
Library Books			2242.	2,242.00
Equipment Training School Bldg.			107.	107.00
Extension Tunnel System			10800.	10,800.00
Water System			10000.	10,000.00
Improvement of Grounds			358.	358.00
Total assigned	\$700.	\$147,876	\$26,324.	\$174,900.00

Dated June 19, 1922 (Signed) H. B. WILLIAMS  
President

Dr. Williams as custodian presented and read semi-annual statement of the conditions of Miscellaneous funds in his hands as of June 30, 1922.



MC MANUS-THOMP CO., TOLEDO, O. 22669

STATEMENT

NORMAL COLLEGE MISCELLANEOUS FUNDS

Athletic Fund - - - - -	218.89
Entertainment Fund- - - - -	1790.28
Social Committee - - - - -	264.59
Debate & Dramatics - - - - -	44.75
Bee Gee News - - - - -	203.50
Cash Balance - - - - -	<u>\$2522.01</u>

Dr. Williams as custodian of Dormitory funds presented a financial statement covering the period from February 6th, 1922, to June 19, 1922, and he statement was ordered to be entered upon the minutes.

FINANCIAL STATEMENT

NORMAL COLLEGE DORMITORY

Feb. 6, 1922 to June 19, 1922.

RECEIPTS

Interest on Money deposited	106.25	
Board Receipts	7797.20	
Building Receipts	<u>2375.00</u>	10278.45

DISBURSEMENTS

Food	4242.88	
Labor	2048.71	
General Plant Repair	37.71	
Water	341.88	
Light & Power	229.60	
Gas	143.23	
Depreciation on Equipment	227.64	
General Plant Supplies	119.15	
Other Operating Expenses	<u>150.67</u>	<u>7541.47</u>

GAIN FOR PERIOD

2736.98

RESOURCES

Cash	3318.79	
Liberty Bonds	5000.00	
Certificates of Deposit	39000.00	
Inventory of Food	610.90	
Inventory of Supplies	91.94	
Equipment	<u>680.26</u>	48701.89

LIABILITIES

The Institution	48320.14	
Accounts Payable	111.75	
Room Reservations	<u>270.00</u>	48701.89

Dr. Williams presented and read the following letter from Eula L. W. French, Secretary to Robert S. Harsh, which reads as follows:

STATE OF OHIO

Department of Highways and Public Works

Leon C. Herrick, Director

Columbus

Division of  
Public Lands & Buildings  
Robert S. Harsh  
State Architect & Engineer

July 9, 1922

Dr. H. B. Williams  
Pres. Bowling Green State Normal College  
Bowling Green, Ohio

Dear Dr. Williams:

I am enclosing herein the following statements:

WATER SUPPLY SYSTEM - - - - -	193.89
LAND PURCHASE - - - - -	54.14
DORMITORY FOR WOMEN - - - - -	<u>71.95</u>
TOTAL - -	<u>\$319.98</u>

I certainly would appreciate it if you would get these vouchered and back to me by the 15th, as this is the end of the fiscal year and I have a hard time with such a large payroll - as you know it is my job to see that the rest of the force get their check every two weeks - and it is getting so large that it keeps me busy.

I hope I have itemized these clearly enough and that you will have no difficulty in checking me.



August 22, 1922

Assuring you I will appreciate this, I am

Sincerely yours

EULA L. W. FRENCH

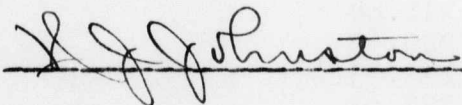
Sec'y to Robert S. Harsh

The following claims of Robert S. Harsh, State Architect and Engineer, were presented for payment: Personal service, transportation, supplies, postage and office equipment - Water System \$193.89; Dormitory for Women \$71.95; Purchase of Lots \$54.14. Moved by Ganz and seconded by Bowsher that the above claims be allowed and paid from the appropriations designated thereon. Voting aye, Shatzel, Brown, Johnston, Ganz, Bowsher. Motion carried

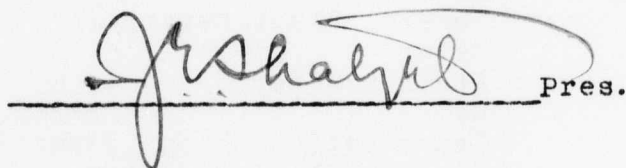
Dr. Williams reported that the entertainment course for the students of the 2nd summer term had been combined this year with the local Chautauqua and that this arrangement would be mutually advantageous to both parties.

Plans, specifications, and drawings for the new dormitory were presented by S. P. Stewart and Son, Architects, by S. P. Stewart by and with authority as representatives of Robert S. Harsh, State Architect and Engineer, and the same were examined and considered by the Board of Trustees and Dr. Williams, President of the College. Moved by Bowsher, and seconded by Ganz, that said plans and detailed drawings be approved by the Board as of this date, subject to further examination and checking by Dr. H. B. Williams, the same to be done as soon as possible and upon his approval said plans and specifications and detailed drawings to have the full approval of the Board, and the authority is hereby given by the Board to its President and Secretary to sign the specifications agreed upon for and in its behalf. Voting aye, Shatzel, Brown, Johnston, Ganz, and Bowsher. There being no further business, the Board adjourned to meet at the call of the President.

ATTEST:



Sec'y



Pres.

Bowling Green, O, August 22, 1922

The Board of Trustees of the Bowling Green State Normal College met at 1:00 P. M. in the Administration building on the above date. The members present were Pres. J. E. Shatzel, Treas. E. H. Ganz, and E. L. Bowsher. Dr. Williams, President of the College, was also present. A telegram from Hon. Vernon M. Riegel, State Director of Education, was received stating that he would be unable to attend the meeting. Sec'y Present.

The minutes of the meeting on July 15th were read and approved.

Dr. Williams presented and read the following letter from Robert S. Harsh, State Architect and Engineer, which was ordered entered upon the minutes.

## STATE OF OHIO

## DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

Leon C. Herrick, Director

Columbus

Division of  
Public Lands and Buildings  
Robert S. Harsh  
State Architect & Engineer

August 21, 1922

Dr. H. B. Williams  
Pres., Bowling Green State Normal College  
Bowling Green, Ohio

Dear Dr. Williams:

I discussed with Mr. Shatzel today the matter of contracts upon the tile work for the Girls' Dormitory. It is my feeling in regard to this matter that it is entirely up to the Board of Trustees to award the contract and enter into it because of the source of the funds. I might say, however, that I feel that the low bidder, the Art Mosaic and Tile Company, of Toledo, Ohio, has furnished you a very good bid.

I have explained to Mr. Shatzel what has been done relative to the roofs and the Tunnel. He will be able to report what I have done regarding both and my new suggestion relative to the construction of the Tunnel.

I went over the plans for the new Dormitory with Mr. Stewart and Mr. Shatzel together with the Director of Finance, Mr. W. Albert Davis, and I have suggested that certain alternates be taken in the bidding, so that portions of the building could be left off if additional funds could not be secured to build the entire building at this time.

Very truly yours

ROBERT S. HARSH

State Architect &amp; Engineer